

OSDiscussions...

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S—t—r—e—t—c—h Your IT Services Contracting Dollars! – Marge MacEvitt

OSD and ITD have collaborated on several tools to help agencies make their IT dollars go further. All of these are featured prominently on the Comm-PASS Contract Page for ITS07, the IT Services Contract. To find it, go to www.comm-pass.com, choose "Closed Solicitations & Contracts, by Category," choose "Information Technology Equipment, Supplies and Services," and click on the link beginning "IT Services RFR..."

New ITS07 Interactive Website: This new website allows users to search based on the type of contractor they are seeking, and makes it easy to generate eMail to all or selected contractors who provide that service. "Best Practices" suggests contacting several Contractors to request rate quotes; the ITS07 Website is designed to make this as easy for agencies as possible. Contractors may also be sorted by rate for comparison with the "Market Rates" listing.

Best Practices: This document provides very focused guidance on how to get competitive rates for time-and-materials contracts. It's a "must read" for all current and future users of ITS07. Here's a sample of one of the 8 tips in this document:

"Contract Renewal. Contracts that are renewed annually should not be given an automatic increase. Long-term contracts are very valuable to both vendors and consultants and it is reasonable to expect the contract cost to **decrease** at the end of the year. Any prospective increase should be based on major adjustments in the market and reflected on the TPL Committee's rates."

Market Rates: ITD and the Technical Pay Law Committee have compiled **rate ranges** for 52 IT staff positions, based on market research and on rates currently being paid by some Commonwealth Agencies. Contractors hired for short-term (less than six months) complex projects tend to be at the high end of the rate range. The lower end of the rate range is applicable to long-term projects (more than six months). The rates will be reviewed semi-annually by the TPL Advisory Committee and adjusted to reflect changes in the market. ITD and OSD strongly encourage hiring managers to adhere to these ranges. There will be some contractors who fall outside the ranges, but higher rates than those listed should be the exception rather than the norm. If you have any questions about the ranges contact Ellen Wright at 617-626-4446 or ellen.wright@itd.state.ma.us.

We hope these tools will be helpful and welcome any suggestions you might have as to how to make them even more useful, particularly the ITS07 Website. Contact marge.macevitt@osd.state.ma.us with any feedback or ideas!

TO COPY OR TO PRINT.... THIS IS THE QUESTION!!!!

OSD has several contracts that provide for the acquisition of either copiers or printers. As technology evolved over the past several years, copiers and printers were networked and now have essentially the same functions and features. Our Office Equipment PMT handles copier statewide contracts while our Information Technology Hardware PMT handles printers. The time has come to combine these two commodity areas (copiers and printers) into a single contract. The result will be an up-to-date functional statewide contract that will take advantage of volume purchases, special pricing, technology, etc., resulting in even more effective pricing in a 'best value' environment. Now, this is where you come in! Here is an opportunity to be heard and become part of a progressive Procurement Management Team. This is the first time two procurement management teams crossing over multiple commodity areas will join with others to develop this new Request for Response (RFR), representing another first at OSD. If you are interested in joining this leading edge PMT, please contact either Robert Guerard at Robert.Guerard@osd.state.ma.us 617-720-3321 or Gerry Ostrer at Gerry.Ostrer@osd.state.ma.us 617-720-3106.

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STAR 2002 - William Funk

STAR remains **A Showcase to the Commonwealth**. Conducting STAR 2002 in the aftermath of September 11th and the resulting downturn in the economy proved to be quite a challenge, with some suggesting that the event be cancelled. Instead the STAR PMT moved forward showing our pride

in being strong Americans, not willing to hide or run in the face of danger or succumb to terrorist threats. The team was strong in its desire to make STAR 2002 a success and the end result proved just how successful it was with a first time sell-out of 292 booths and almost as many attendees as last year (2,500).

With this success, the move to Worcester's Centrum Centre for STAR 2003 does not come easy. The new solicitation for STAR events attracted two responses, one from the Bayside Expo Center and another from Worcester's Centrum Centre. Based upon the specifications of the solicitation, the Centrum's rental fee offers us annual savings of \$25K. Plus, catering expenses are less, parking is 50% less (with two parking lots having a total of 4,000 parking spaces), hotels expenses in the area are much lower, and show dates are not in conflict with Passover, Easter or school vacations, in addition to a few other minor areas of concern.

The STAR 2002 Education Workshops were well attended and the On-Floor Vendor Training was equally successful. Because STAR events are FREE, the training and networking opportunities were a big plus for everyone, and it fit into each department's budget too: No Charge. Next year STAR 2003 will be centrally located at Worcester's Centrum Centre and we expect an even greater response. Save the dates now of **April 8 & 9, 2003**.

Transportation to Worcester is being considered but we need you to indicate your individual needs. The STAR PMT conducted a solicitation for bus transportation (MSA ST2L241), which is already in place for "Bus Transportation for STAR and Other Events" (OSD Update 02-39). The question is whether private bus transportation is required or will attendees' car pool or utilize the ride matching services **CARAVAN** (www.commute.com)? Please help the STAR 2003 PMT plan for another successful event by answering some preliminary questions below.

Also, there were some printing errors with our STAR Program Book and I wanted to be sure the corrections were brought to your attention.

Andrea's Police Supply should be referenced with contract CLT04 not ITS07

A. Waleka & Sons should be referenced with MSA ST8J591 not ITS07

Bay State Computer Leasing should be referenced with Statewide Contract ITC02 and not ITS07

Bay State Envelope should be referenced with Statewide Contract OFF05 and not ITS07

Copy Cop should be referenced with Statewide Contract I650A and not "1" 650A

McKesson HBOC should be identified with Statewide Contracts HSP15, HSP16 and HSP18

Oracle should not have the "r" at the end of their name

R.A.D. Employment Services telephone number should be corrected to read (617) 742-9180

Questions to be answered regarding STAR 2003: (Please forward your replies to Bill Funk at OSD via fax or email: Fax: 617-727-4527 or Email: william.funk@osd.state.ma.us)

1. Will you require a bus to Worcester? ☐Yes ☐No
- 1a. If "Yes", which point is most convenient for you:
☐Boston (State House area) ☐Attleboro T-stop ☐Tewksbury Hospital ☐Woburn Park and Ride
2. Would you be willing to use Ridematching, the new carpool events service of CARAVAN (617-973-7189 www.commute.com)? Registering with CARAVAN would allow them to match those in a geographic area going to STAR to carpool. ☐Yes ☐No
3. Would you be able to volunteer to assist at STAR 2003 for a portion of the day? ☐Yes ☐No
4. Will you be attending STAR 2003 in Worcester? ☐Yes ☐No

Comments:

Medicine & Medical Services PMT Briefs - Brian Putnam

Referenced Lab Services RFR: A new contract MED22 for Referenced Lab Services has been awarded and will begin on July 1, 2002. The contract has been loaded on the MSA tables in MMARS as (ST3J251) so departments may begin to encumber FY 2003 funds.

Referenced laboratory testing is defined as all medical human laboratory testing that a facility cannot or elects not to perform in house that is forwarded to an outside commercial lab for processing. This obviously includes the type of lab tests ordered in a Hospital but could include the testing of any human sample. Both UMassMemorial Medical Center of Worcester and Quest Diagnostics of Cambridge received awards as General Reference Laboratory Service Providers (GRLSP). While GRLSP will be able to provide almost all testing that is needed, the PMT constructed the RFR allowing for the addition of Specialty Referenced Laboratory Service Providers (SRLSP) to the Contract if the need should arise. Most tests that a facility will need can be found on the Massachusetts State Net Price List, which will be published on Comm-PASS. Those prices will remain fixed for two years.

Maintenance and Repair of Medical and Lab Equipment: (MED09) MSA# ST8L491 This is a pre-qualified rolling enrollment statewide contract and periodically the PMT adds additional vendors to the Contract. Of special note to healthcare facilities, Arjo was added to the contract in May. The State owns a great deal of Arjo medical equipment. An updated and new listing of contractors may be downloaded from www.Comm-PASS.com

OSD Procurement Management Team's Development of the NEXT GENERATION Printing Contract - by Gloria Harris

Printing has come a long way since its earliest traced beginnings in the 2nd Century AD, taking a pivotal turn over the last few years. The new Printing PMT is positioning the Commonwealth of Massachusetts to take advantage of the latest developments within this technology-driven industry by including the latest business trends in the new statewide printing contract designed to serve end users more effectively.

New statewide contract, #OFF15 for Printing Services will feature quality printing vendors who are capable of handling virtually any type of printing project with the highest level of accuracy and quality and quicker turnarounds—all at the lowest costs. The Team's relentless efforts to provide a comprehensive printing contract will allow end users to choose from a list of pre-qualified printing suppliers and, easily identify what services are offered within the wide array of printing processes—from document creation to product delivery.

During the summer months, the Team will schedule company presentations, field trips and team meetings to gather the information necessary for development of RFR #OFF15 which will be posted on Comm-PASS by early Fall 2002. Contract Award is anticipated by mid-December 2002 in time to replace the current and expiring statewide contract for Offset Printing, I 650A.

Got an idea or other feedback that will assist in creating an RFR foundation which will meet the needs of your particular facility and/or be flexible enough to keep up with and even transcend the changing printing environment for years to come? Contact Gloria Harris @ OSD by phone 617-720-3305 or email gloria.harris@osd.state.ma.us.

FAC25 Is Rolling Out and Recycling Your Carpet - Marcia Deegler

By July of this year the Commonwealth should have a new Carpet and Flooring Contract in place that not only offers a variety of environmentally preferable products (EPPs), but will provide departments with a means to maintain and/or recycle their used carpet! The new statewide contract, #FAC25 will offer more high quality manufacturing brands of modular and broadloom carpet than the previous contract - most of which contain a percentage recycled content and all of which can be recycled (not land-filled) at the end of their life. Be sure to ask your vendor about recycling your used carpet as well! In addition, there will be a selection of vinyl composition and plastic flooring and tiles, ceramic tiles, rubber indoor and outdoor flooring, matting and surfaces - all with a percentage of recycled content. For complete information on pricing and vendors in your area, check FAC25 on www.comm-pass.com.

What to Do with Used Cell Phones? - Dmitriy Nikolayev

Within the next three years, US residents will start discarding about 130 million cellular phones a year. That is about 65,000 tons a year of trash containing heavy metals and other toxic chemicals from printed wiring boards, batteries and liquid crystal displays of wireless devices. Those chemicals are harmless to consumers and the environment while the phones are used, but once the phones are discarded, they become a serious environmental problem.

OSD's Environmental Purchasing Program and the Communication Network Services PMT have identified several options that would allow agencies as well as consumers to dispose of their cellular phones and batteries in an environmentally sound way. Certain cellular phone recyclers provide an opportunity to benefit a charity of your choice. One of the options allows agencies to be paid directly for the phones collected. For more information please refer to OSD Update for State Contract #1 TT09 or call Dmitriy Nikolayev, Environmental Purchasing Project Specialist at (617) 720-3351.

From the Facilities PMT

For this fiscal year, the Facilities PMT will continue to meet on the 2nd Wednesday of each month. The PMT meetings are scheduled from 9:30 - 11:30 AM, at the Operational Services Division office, 1 Ashburton Place, Room 1017 in Boston. Subgroups meet independently of the main PMT to work on individual RFRs. During these times of budget cuts and workforce reduction, it is more important than ever to have statewide contracts that meet your needs. The PMT is currently working on new RFRs for Building Materials and Supplies, Industrial/Commercial Equipment and Supplies and Tradespersons. We encourage you to join the PMT or a subgroup now so that your needs are addressed in the new contracts.

The current Building Materials contract (FAC02) has been extended through July 31, 2002 and the Industrial/Commercial contract (FAC04) will be extended through December 2002. A new carpet and flooring contract is being awarded (FAC25), as well as a new Fluorescent Lamp, Mercury products, CRTs and Electronics Recycling contract (FAC26). The current contract for these recycling services with Superior Special Services has been extended through July 31, 2002.

If you have questions on any of these contracts or suggestions for future Statewide contracts, please contact Kristal Doherty, Procurement Team Leader at kristal.doherty@osd.state.ma.us or Michelle Bessler, Deputy PTL michelle.bessler@osd.state.ma.us.

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Be sure to check out the next issue of OSDiscussions for an update on the **Comm-PASS Generation II project!**

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The Office Team continues to Migrate, Stretch your "Paper" Dollars and Release Contract Updates - Bob Guerard

The Office Equipment, Supplies & Services Procurement Management Teams continue their outstanding service to assist the Office PTL at OSD in maintaining contracts that are cost effective and offer an overall best values for Eligible Entities Statewide.

■ **Stockless Office Supply - OFF01** - The Stockless Office Supply Team has finished the testing of both New England Office Supply and Corporate Express's on-line ordering sites with great success. The PMT's July 1, 2002 plan to migrate for new orders is still on target. The intent is to provide all Eligible Entities and the Contractors with a streamlined, more effective and efficient avenue to process office supply orders. **OSD Update #01-20A** released in June with more detailed instructions on how to setup your accounts and how to order manually or on-line. If you have any questions, please contact Robert Guerard, PTL Office Equipment, Supplies & Services at 617-720-3321 or via e-mail at office.ptl@osd.state.ma.us

■ **Recycled Paper and Envelopes - OFF05** - The PMT has developed a helpful list of hints to assist Eligible Entities in **"Stretching Your Paper Dollar"** within the new **OSD Update # 99-20G**

The following are just a few procurement options Eligible Entities have to better utilize their budgets:

- Purchase within the 6-39-paper case volume band instead of within the 1-5 paper case volume band and **save 27% per case.**
- Consolidate your color paper volume purchases to take advantage of the 6-39 paper case volume band and **save 20% per case.**
- Take advantage of the **prompt pay discounts.** See page 3 of the **OSD Update #99-20G**
- Take advantage of the **dock delivery discount options when possible.** See page 3 of the **OSD Update #99-20G.**
- Office OSD Updates with Contract updates released:
 - **OSD Update #99-10C** - OFF02 Photocopier Equipment, Supplies & Maintenance **New Equipment, Price Reductions**
 - **OSD Update #99-20G** - OFF05 Recycled Paper & Envelopes - **Price Reductions**
 - **OSD Update #00-34B** - OFF07 Document Solutions Micrographics & Imaging - **New Contractors**
 - **OSD Update #01-03B** - OFF09 Facsimile Equipment, Supplies & Maintenance - **New Equipment and AMP Equipment Contractor**
 - **OSD Update #02-41** - OFF13 Art & Instructional School Supplies - **New Contractors with 15% to 20% additional discounts off of the average individual contracts.**

Please contact Robert Guerard, PTL Office Equipment, Supplies & Services at 617-720-3321 or via e-mail at office.ptl@osd.state.ma.us if you have any questions and/or suggestions on the above mentioned contracts.

Professional Services Updates - by Michael Maguire **TRAINING & ORGANIZATIONAL DEVELOPMENT (ST7J502) REOPENED**

During May and June, 13 new Contractors were awarded Contracts under SWC ST7J502 in the Specialized Training & Development category. The newly awarded Contractors include EBI Consultants, ICF Consulting, W. Jack Kowalski, LFT/Kestrel Enterprises, Miller Environmental Group, Pink Ribbon Consulting, Rutherford Consulting, Wante-McBath Associates, Robert T. Watkins, Duke Engineering & Services, Education & Compliance Solutions, General Physics Corporation, and Reidy Associates. The PMT is still evaluating other Responses and anticipates issuing a new OSD Update prior to the close of FY02.

COURT REPORTER & TRANSCRIPTION SERVICES (ST9J141) REOPENED

On May 2, 2002, the Legal Services PMT successfully reopened SWC ST9J141. This Contract was re-opened to address geographic coverage issues and to meet the needs of several state agencies whose needs were not being fulfilled through the current group of Statewide Contractors. As a result of reopening this Contract, 10 Responses were received and are currently under evaluation. The PMT expects Contract awards to be made in late June.

eLEARNING (WEB-BASED TRAINING) PMT MEMBERS NEEDED

A PMT was recently formed to explore the creation of an eLearning (Web-Based Training) Statewide Contract. The PMT currently has representatives from OSC, DET, and HRD. As always, we welcome new PMT members from Departments who are currently not represented on the PMT. Those individuals interested in becoming a member of this PMT should contact Michael Maguire, DPTL, at (617) 720-3381 or michael.maguire@osd.state.ma.us

Energy PMT hosts Vendor Brainstorming Session - James Ferri

On May 8, 2002 the Energy PMT hosted a **Vendor Brainstorming Session** at the One Ashburton Café conference room. This session was focused on the current plans to issue a Request for Response for electricity. The session covered an overview of the RFR process, and discussion on the current market environment, account aggregation, service and pricing and renewable energy.

The event was well attended with representatives from Green Mountain Energy, Select Energy, Constellation Power Source, Strategic Energy, Sprague Energy, Smart Energy, Inc., AES-New Energy, PG & E, Continental Fuels and Green -E.

A variety of team members presented topics, which generated good discussion and feedback from the vendor community. The team will be using information gathered from this session in the development of the current RFR concept. Vendor response to this session was very positive.

EN005 - Unleaded Gasoline Contract: The current Unleaded Gasoline contract, which expires on June 30, 2002, will be extended through June 30, 2003. Sprague Energy and Global are the two vendors on contract. This contract has been extended at the existing rates and conditions.

OSD Lab PMT contracts help support emergency procedures with MEMA for the citizens of the Commonwealth of Massachusetts - Peter Sasso

The **Massachusetts Emergency Management Agency** through a Department of Justice grant purchased over 6 million dollars worth of safety supplies from Fisher Scientific who is a contractor on the major statewide Lab contract **HSP13**. These supplies will equip 92 emergency rooms in the Commonwealth with decontamination equipment for any biological warfare event. The equipment which consists of 92 trailers containing tents, decontamination equipment and protective apparel will be rapidly deployed in the event of any emergency to all areas of the Commonwealth to assist in the safety of our citizens. This purchase is the largest deployment of decontamination equipment in the country. MEMA has coordinated these efforts with the Department of Justice and the Department of Fire Services to protect citizens in the Commonwealth after the September 11th incidents.

As the Lab PMT develops and formulates our contracts to be of service to our Commonwealth department agencies one can never really foresee the future effectiveness of the contract. MEMA has expressed gratitude to OSD and the Lab PMT for this contract which has been very effective in procuring all the supplies and equipment that they need to fulfill this Department of Justice grant. The **Lab PMT** never imagined the importance of the safety category of this contract when it was originally formulated previous to September 11th. Bravo to the Lab PMT for their tremendous insight!

The **Hospital PMT** also gets well-deserved kudos for an article that was written about their **mercury reduction initiatives** in the **HSP16 Medical and Surgical Supply contract**. The article was written by INFORM, a national nonprofit organization that supports strategies for a better environment. The article states that "INFORM estimates that changes in Massachusetts' medical and surgical supply contract have reduced the purchase of mercury by state medical facilities by at least five pounds, enough to contaminate over three million striped bass, or 3000 lakes." What a great contribution the Hospital PMT has made to the quality of life in the Commonwealth of Massachusetts.

If you have any questions about the Medical, Laboratory or Dental contracts or would like to be a member of our exciting Procurement Management Team, please contact Peter Sasso at (617) 720-3307 or email me at peter.sasso@osd.state.ma.us

Animal Procurement Management Team (PMT) Updates

- by Betty Fernandez

Animal Feed, Bedding and Related Supplies Request for Response (ANI08): The current contract providing Animal Feed, Bedding and Related Supplies (ANI 01) will be expiring on July 31, 2002. The Animal Procurement Management Team (PMT) is now working on a new Request for Response (RFR) ANI08 to replace the current contract ANI01. The PMT intends to release the RFR ANI08 by mid June, with a bid response date of July 23, 2002. Team members are working diligently to ensure that the new contract is in place on or before the expiration of the existing contract. The PMT is encouraging departments to notify vendors/bidders that may have an interest in bidding on this RFR. A copy of the RFR may be obtained by going to www.comm-pass.com under open solicitations by category.

Welcome to the new team members involved in the development of the Animal Feed RFR Denise Raynor - MassCor Industries-Norfolk, Christine Kurker - MDC Mounted Unit, Kelly Flynn - Sheriff's Department Worcester, David Richards - Sheriff's Department Worcester Farm, Marianne Lara - Department of Fire Services and Ruth Labonte - Department of Fire of Services.

If interested in getting involved with any of the initiatives mentioned above, or if you have any comments or suggestions please contact Betty Fernandez, PTL, 617-720-3133 or E-mail: Betty.Fernandez@osd.state.ma.us

Personal Care Products and Supplies (CLT03) Contract Consolidation: The expiration date for the Personal Care Products and Supplies (CLT03) contract was June 16, 2002 with no additional options to renew available. Departments should note that effective immediately personal care products that were once bought from this contract have been consolidated and can now be bought through the Incontinent Care Products contract **HSP15** and the Medical and Surgical Supplies contract **HSP16** through some of the current contractors listed for CLT03. Please visit the Comm-PASS (www.comm-pass.com) web site for detailed information. If you have any questions or concerns regarding these contracts please contact Peter Sasso, Procurement Manager, 617-720-3307 or Peter.Sasso@osd.state.ma.us.

ON A PERSONAL NOTE! I would like to thank the former Personal Care PMT members, who will now be a part of the Hospital PMT. Paul Mercier-DOC Secure Facilities, Richard Burke-Fernald Developmental Center and Gilda Klimas-Wrentham Developmental Center for all their help, support and dedication to the Personal Care PMT.



EPP Vendor Fair Is Just Around the Corner! - Dmitriy Nikolayev

Mark your calendars for the 8th Annual Buy Recycled and Environmentally Preferable Products Vendor Fair and Conference on October 29th 2002 in Worcester, MA. Don't miss this unique opportunity to see and learn more about the growing volume of EPPs that are available, speak directly to manufacturers and distributors about purchasing issues, and hear from government agencies who are already buying and

using these products. Last year's event drew close to 800 attendees and 100 vendors! This year's event will have an even broader slate of educational workshops along with the full hall of product exhibits. Door prizes, raffles, free parking and lunch are also part of the plan! For more information please visit the "Upcoming Events" Section at www.mass.gov/osd/enviro

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Telecom Made Easy and Saving \$\$\$ Too - by Richard Mordaunt

Communications Network Services contract, ITT09 (aka Voice, Data and Cellular Network Services). This contract for voice and data services has been in place a little more than a year. The PMT has negotiated new lower cost proposals from some contractors and new services from others.

OSD Update 01-14B and cost tables were published for ITT09 on the OSD Telecomm Intranet site http://www.osd.state.ma.us/it_tele/ and www.Comm-PASS.com.

ITT09 Cost Reduction: Originally the contract provided an estimated **\$1,855,788 per year in savings to Commonwealth Agencies**. Now the contract can provide even **more savings** if agencies commit one or two years of service with the same contractors. The amount of savings per department depends on the number of phone lines and the phone usage. Agencies may be able to obtain more savings by switching contractors, or committing to one or two years service with a contractor. It may be worthwhile checking this contract!

Shared Tenant Switch (PBX) contract, ITT12: The Shared Tenant Switch is a PBX located at One Ashburton Place, Boston that is owned and maintained by a contractor. This removes most of the need for agency management and skilled technical staffing! It is available for immediate use by all agencies at One Ashburton Place. An agency can also make arrangements to use this Switch in the State House area and beyond.

ITT12 Cost Reduction: The previous contract for the Switch with the current 1200 users provided more than **\$302,400 in annual cost savings** compared to the typical Avaya Shared Tenant Switch contract. The new contract is providing an additional \$57,600. savings per year for the 1200 users!

This low cost contract makes it an excellent choice for agencies instead of buying or even just maintaining their own PBX system. If you are maintaining your own PBX or considering purchasing a new PBX, this Shared Tenant Switch contract can provide a saving in both time and money. See the OSD Update 02-42 with cost tables and do your own comparison. The math is easy, multiply the number of multi line phones you have with voice mail at a rate of \$5.21 per unit and that would be your monthly share. This would include all the sophisticated and modern features of a major telecommunications system. **What a great deal!**

New Procurements: New Telecom procurements in various stages of development include Internet Service Provider, Video Conferencing and Managed Acquisition and Deployment. Give us a call and join us to learn about Information Technology and procurement while insuring your agency needs are met!
Richard.mordaunt@state.ma.us 617-720-3302 or visit the Telecomm Intranet site http://www.osd.state.ma.us/it_tele/.

INFORMATION HARDWARE TECH NEWS NOTES

MAKING EVERY PC DOLLAR COUNT!!! - Gerry

Ostrer

Budgets are obviously very tight. So when obtaining pricing information for IT Equipment all eligible entities are encouraged to ask for multiple quotes from contractors on statewide contracts. This will give you a good comparison for price and quality. Contractors knowing that you are comparing quotes between contractors are more likely to consider more favorable pricing. Contractors can be very creative and they want your business. Whether you are purchasing multiple PCs or an entire system, you should consider some price negotiation. Indicate to the supplier that because you are buying many PCs, and possibly over a period of time, you expect some price relief. Remember that margins on PCs and residual values have dropped dramatically over the past year. There are limits to negotiation. The best prices are still available though the Big Buy program usually held in the spring. See specifications and ordering instructions on the Big Buy and the Mass Mail Program at <http://www.mass.gov/itdl/>.

When choosing new equipment models that you may want to phase in over a period of time, ask the contractor if the model will be in existence in the time frame you require. This will help reduce the total cost of ownership when equipment has to be maintained or upgraded since all the equipment has the same specs.

We encourage all eligible entities to send us your tips and ideas that have worked for you in IT purchasing. We'll review them and share them with other entities, perhaps within this newsletter. Send any tips and ideas you have to gerry.ostrer@osd.state.ma.us.

TELECOM/DATA INFRASTRUCTURE RFR CONTRACTS AWARDED!!!

Forty-one responses were evaluated to a Request for Response (RFR) for Telecommunications/Data Infrastructure Contract (ITC09). This RFR is replacing the current and expiring Telecommunications/Data Infrastructure Contract (ITT05). The new Contract (ITC09) provides infrastructure services and support for Local Area Networks (LANs), telecommunications/data systems and networks. In addition, a separate contractor category was established for the direct purchase of infrastructure supplies, such as cable, hubs, routers, etc. With up to fourteen contractors planned, this RFR is the primary contract providing the management, pricing and acquisition of premise and campus based infrastructure services and materials at great competitive prices. This Contract will result in more effective control at very attractive pricing. See the web site <http://www.comm-pass.com> for further information.

Statewide contracts are developed to serve you. Your ideas and thoughts are important to us. Please consider participation on an IT Hardware Procurement Management Team. You are invited to contact Gerry Ostrer, Procurement Manager - IT Hardware and Network Integration Services, at 617-720-3106 or E-mail at gerry.ostrer@osd.state.ma.us.

CITYWIDE AWARD AND RECOGNITION for a Statewide Contractor - Ron Whitaker

The Vehicle & Related Services Procurement Management Team (VRSPMT) continues to move forward with contract extensions and contract development.

Motorized Vehicle Parts VEH11: In May of 2002 Modern Auto Parts was honored at the Black and White Boston Profile Awards hosted by the mayor of Boston with keynote speaker U.S. Senator John Kerry. Modern Auto Parts received one of the five awards for Outstanding Business Practices in fiscal year 2002. This honor shows the recognition of the positive effect that partnerships between the Operational Services Division, Commonwealth of Massachusetts and private sector contractors can generate. Congratu-

(See "Citywide Award & Recognition" on Page 7)

lations to Modern Auto Parts!

Fleet Management Services: The VRSPMT has extended the Fleet Management Services contract, which allows for the cleaning of motor pool vehicles. We hope that all motor pool users will continue their support in helping to keep our vehicles clean.

Traffic Cones, Recycled: A new three year contract has been established in conjunction with New York State which is effective June 2002. There are a wide variety of cone sizes available through this contract. MHD, State Police and even the Secret Service department have used this contract.

Hybrid Vehicles: The Hybrid Vehicles contract has been extended through May of 2003. The Toyota Prius, which has become the vehicle of choice in the motor pool and now will continue to be available for Commonwealth business use.

Zero Emissions and Light Duty Natural Gas Vehicles: Due to the recent Commonwealth budgetary issues, the VRSPMT has decided not to re-release the Zero Emissions Vehicles (VEH 37) and Light Duty Natural (CNG) Gas Vehicles (VEH38) in the parking lot, so to speak. The TEAM has decided to release both RFR's in the month of August. The re-release of each RFR will allow for our continued effort to obtain more Alternative fuel vehicles for our fleet.

If you are looking for an active role in making a difference in the statewide procurement process, then the VRSPMT is for you.

You may contact the Procurement Team Leader, Ronald L. Whitaker at 617-720-3112 or via email at Ron.Whitaker@osd.state.ma.us

Happy and Safe driving!

OSD Responds with Improved Search for Statewide Contracts! - Jeanne Campbell

"It's so confusing to find information on statewide contracts." Why can't there be one stop shopping for information on statewide contracts?" OSD frequently hears these two comments from Commonwealth departments, cities and towns and independent authorities. This is also an area that was identified by our customers as one "needing improvement" as a result of the Managing for Results Central Services survey.

Well, we've heard your comments and have developed something new that, we hope, will respond to your concerns and make searching for statewide contract information easier and quicker. It's the new, improved **Statewide Contract Listing** in Comm-PASS! This listing provides you with quick and simple access to information about active OSD and OSD Designated Statewide Contracts. It is easy to use and updated regularly as new information becomes available. It is also a document that can be "searched" using key words for quicker access to information you really need. Not only are the Updates and contracts *listed*, but there are direct links to each OSD Update and to the Contract Summary page for each contract in Comm-PASS for you to select exactly what you are looking for related to that contract.

Also included in this document are the contract manager for each statewide contract and a link to their email. So, if, after reviewing the OSD Update and the Comm-PASS contract page, you still cannot find what you need...simply click to email the contract manager and get your questions answered!

OSD hopes that this new feature assists departments in locating statewide contract information. If you have any comments or other suggestions, please let us know by emailing jeanne.campbell@osd.state.ma.us

REMEMBER: Check the front page of Comm-PASS today to quickly and easily access information on OSD Statewide contracts. Book mark it as a favorite!



An SOS ... — ... from STAR - By

Bill Funk

Not truly a
distress call but
consider the
following words

being echoed in many departments at this time of the year: Cut backs. Reductions. Budget Issues. Short Staff. Retirements, to mention a few.

The Operational Services Division (OSD) will be experiencing reductions along with many other departments but the show (STAR 2003) must go on. Planning is a large segment of each STAR event and for STAR 2003 the STAR PMT is already developing a "safety net" for the event, and that is **YOU** and **YOU** and **YOU**. Some attendees from STAR 2002 have come forward, through our post-event survey, indicating a willingness to help at STAR 2003. However, a need still remains to increase this group of volunteers to ensure adequate coverage.

Please respond to this SOS by contacting me, Bill Funk, at 617-720-3329 or via email at william.funk@osd.state.ma.us. Meet new contractors exhibiting at Worcester's Centrum Centre and bring the information back to your department for proven savings. Let's all work together in making **STAR 2003 Your Showcase to the Commonwealth.**

Food & Groceries -Tasha Coleman

Upon popular demand, the PMT voted unanimously to offer extensions for the Baked Goods contract, GRO 12 and the Dairy contract, GRO C7. All contractors have been notified of the upcoming renewal, and are expected to sign a renewal contract. OSD updates for vendor and pricing information will be posted late June. The extension dates are as follows:

Baked Goods: July 1, 2002 to June 30, 2003

Dairy: August 1, 2002 to July 31, 2003.

The PMT is also working diligently on the evaluation process for the open enrollment of the Prime Grocer contract, GRO 14 and the Institutional Commercial Grade Foodservice Equipment -

Large and Small contract, GRO C7. Additional awards to these contracts are expected to be made during the summer; refer to www.comm-pass.com for future updates.

Look for future updates on the Prime Grocer Food Show to take at the CMGI in Foxboro, MA, the new stadium of the New England Patriots.

E-mail *anyone* at OSD by sending it to their first name.last name @osd.state.ma.us

A listing of OSD telephone numbers can be found at www.state.ma.us/osd

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Recent OSD Updates

(Copies of OSD Updates are available, listed numerically, on the Internet at www.state.ma.us/osd/memo/memotoc.htm)

PMT	Statewide Contract(s)	Contract Number(s)	OSD Update	Action
Clothing	Miscellaneous Clothing, Footwear and Accessories	CLT05	02-36	New Contract
Facilities	Asbestos and Lead Paint Abatement Svcs.	ST1J211	01-41A	Contract Extension
Facilities	Electrical & Lighting Supplies	FAC22	01-15B	Contract Extension
Facilities	Hazardous Material & Medical Waste Collection and Disposal	ST9J213A	02-40	Award Notice
Facilities	Plastic Lumber, Recycled and Other Rec.	FAC20	00-30A	Contract Extension
Food	Baked Goods	GR012	01-44	New Contract
Food	Baked Goods	GR012	02-44	Contract Extension
Hospital	Laboratory & Monitoring Products	HSP13	02-35	Contract Extension
IT	Firewall Software, Hardware and Svcs.	ITD 01-15	02-38	New Contract
IT	Communication Network Services	ITT09, BT1EE81 & BT1E081	01-14B	Contract Extension
IT	Premises Based Tenant/Shared	ITT12, BT2L412	02-42	New Contract
IT	Software Reseller Statewide PA	ITS01	02-43	Contract Extension
IT	IT Services Contract	ITS07	02-45	Contract Renewal
Office Supplies	Art & Instructional School Supplies	OFF13	02-41	New Contract
Office Supplies	Boxes, Recyclable Archival Storage.....	OFF12	02-01A	Contractor Update
Office Supplies	Express Next Day & Second Day Svcs....	OFF11	01-32A	Contract Update
Office Supplies	Facsimile Equipment, Supplies Services/Maintenance	OFF09	01-03A	Contract Update
Office Supplies	Facsimile Equipment, Supplies Services/Maintenance	OFF09	01-03B	Contract Update
Office Supplies	Micrographic & Imaging Equipment Supplies & Services	OFF07	00-34B	Contractor Update
Office Supplies	Photocopier Equipment, Supplies & Maintenance/Services	OFF02	99-10C	Contract Update
Office Supplies	Recycled Paper and Envelope	OFF05	99-20G	Updated Pricing
Professional Svcs	Bus Transportation Services for STAR and Other Events	MSA ST2L241	02-39	New Contract
Professional Svcs	Conference Center Use, STAR and Related Events	MSA ST2E221	02-37	New Contract
Vehicles	Recycled Glass Beads	VEH39	02-34	Contract Extension
Vehicles	Various Passenger & Light Duty Vehicles	VEH22	00-26B	Updated Pricing

Good Byes & Hellos

Spring 2002 saw the departure of many of our fellow staffers:

Joe Braga-Central Reprographics
 Ed Goba-Central Reprographics
 Paul Leonard-Central Reprographics
 Bob Perry-Central Reprographics
 Steve Biello-OSD-Special Education Pricing
 Brion Cangiamila-OSD/Outreach & Training
 Michael DeYoung-OSD/Telecommunications PTL
 Vera Martin-OSD
 Kimberly McGowen-OSD/Procurement Team Coord.
 Janice Paul-OSD-Audit Bureau
 Kathy Reilly-OSD/Deputy Purchasing Agent
 Tanja Ryden-OSD/POS-Quality Assurance
 Dr. Gibbs-State Medical Office
 Mary O'Donnell-State Medical Office
 Sadie Silkwood-State Medical Office
 Tony Knight-Office of Vehicle Management

OSD bids farewell and good luck to all, may your life of leisure and/or new adventures bring you all much joy and happiness.

Congratulations to Robert and Joanne Guerard on the new addition to their family, Cameron Robert Guerard. Cameron bounced into this world on 5/16/02 at a healthy weight of 5 lbs 3oz and 21 inches long. Best wishes to the Guerard family from all at OSD.

New Contract for Deaf Interpreters and

Transliteration Services - by T. A. Francisco

From Massachusetts Commission for the Deaf and Hard of Hearing Statewide PMT

The Massachusetts Commission for the Deaf and Hard of Hearing is pleased to announce the start of a new Statewide contract for Interpretation and Transliteration Services. This contract, ST2J423, will begin on July 1, 2002 and run until June 20, 2005. It has two renewal options of two years each.

New features on this contract include registered interpreter skills in administrative law services and CORI checks for all contractors. In addition, the bulk of rates remained in the same range as the previous contract, giving continued exceptional services at reasonable prices. Since public hearings are required to determine prices the Commonwealth will pay, MCDHH is to be congratulated on their successful efforts on behalf of the Commonwealth. The OSD Professional Services PTL wishes to extend her congratulations to the MCDHH PMT. The group has displayed excellent negotiation skills.

Please watch for an OSD Update on this contract early in Fiscal Year 2003, as the contract is a Statewide Designated OSD - MCDHH effort.

OSDiscussions/Summer 2002

General comments about this newsletter can be directed to:

Suzanne.Pierre@
osd.state.ma.us